97-84002-16

East Side House Settlement

By-laws

[New York]

1906

97-84002-16
MASTER NEGATIVE #

COLUMBIA UNIVERSITY LIBRARIES
PRESERVATION DIVISION

BIBLIOGRAPHIC MICROFORM TARGET

ORIGINAL MATERIAL AS FILMED - EXISTING BIBLIOGRAPHIC RECORD

308
Z
Box 19
The East side house settlement, New York.
By-laws... [New York] 1906
6 p. 21 cm.

Only Ed.

RESTRICTIONS ON USE: *Reproductions may not be made without permission from Columbia University Libraries.*

TECHNICAL MICROFORM DATA

FILM SIZE: 35mm REDUCTION RATIO: 10:1 IMAGE PLACEMENT: IA (IIA) IB IIB

DATE FILMED: 1/14/97 INITIALS: AR

TRACKING # : 20306

FILMED BY PRESERVATION RESOURCES, BETHLEHEM, PA.

308
Z
Box 19

BY-LAWS.

The East Side House.

(INCORPORATED 1891.)

1906.

Jan 6/10 A. S. J.

BY-LAWS

OF

THE EAST SIDE HOUSE

ARTICLE I.

Board of Managers and Officers.

Section 1. The Board of Managers shall consist of eighteen members, residents of the City of New York and vicinity.

At the annual meeting March, 1907, eighteen managers shall be elected—six of whom shall serve for one year, six for two years, and six for three years. Thereafter at each annual meeting six managers shall be elected to serve for three years.

Sec. 2. The Board of Managers shall have the entire control of the affairs of the House, and shall elect its own officers. The officers shall be a President, a Vice-President, a Treasurer, and a Secretary. There shall also be five Honorary Vice-Presidents. The President shall be Chairman of the Board of Managers. In the absence of the President or the Vice-President the Board shall appoint a Chairman *pro tempore*

ARTICLE II.

Meetings.

Section 1. There shall be stated meetings of the Board on the second Thursday of each month from October to June, inclusive. Special meet-

Alternate meeting at the House.

ings may be called by the President or the Vice-President, and shall be called by the Secretary upon the written request of three members of the Board. Five members shall constitute a quorum.

SEC. 2. The Annual Meeting shall be held upon the second Thursday in March in every year. At this meeting there shall be elected a President, a Vice-President, a Secretary, a Treasurer and five Honorary Vice-Presidents.

SEC. 3. The order of business at every stated meeting of the Board shall be as follows:

1. Calling of the roll.
2. Reading and approving of the minutes.
3. Report of the President.
   " " Treasurer.
   " " Secretary.
   " " Head Worker.
4. Reports of Standing Committees.
5. Reports of Special Committees.
6. Miscellaneous business.
7. Adjournment.

ARTICLE III.

STANDING COMMITTEES.

SECTION 1. The President shall, at or immediately after the annual meeting, appoint the standing committees for the ensuing year. They shall be as follows:

1. An Executive and Finance Committee.
2. A Library Committee.
3. A House Committee.
4. A Committee on Residents and Classes.

5. A Committee on Clubs.
6. A Committee on Women's Auxiliary.
7. A Committee on Membership.
8. A Committee on Furnishing and Equipment.

The Executive and Finance Committee shall consist of eight members. This Committee shall have the powers of the entire Board of Managers whenever the Board is not in session. All other standing committees shall consist of three members. The President shall, *ex officio*, be a member of all standing committees.

SEC. 2. The Executive and Finance Committee shall have charge of the finances of the institution, and shall devise ways and means. When their action involves an unusual expenditure of money, the same shall be subject to the approval of the Board.

SEC. 3. The Library Committee shall have general charge of the Webster Reading Room.

SEC. 4. The House Committee shall have general charge of the buildings and grounds.

SEC. 5. The Committee on Residents and Classes shall use its endeavors to supply suitable residents for the House, and shall have general supervision of the classes.

SEC. 6. The Committee on Clubs shall have general supervision of the same.

SEC. 7. Committee on Women's Auxiliary shall co-operate with the Women's Auxiliary and shall receive their reports and recommendations.

SEC. 8. The Committee on Membership shall endeavor to increase the membership of the East Side House under Article XII.

SEC. 9. The Committee on Furnishing and Equipment shall have charge of all furniture and supplies.

ARTICLE IV.

WOMEN'S AUXILIARY.

There shall be a Women's Auxiliary to the East Side House, which shall elect its own officers, and shall co-operate with the Board of Managers.

ARTICLE V.

PRESIDENT.

The President shall preside at all meetings of the Board of Managers, and all vouchers for expenditures shall be submitted for his approval. The general books of account of the House shall be kept in his office and under his direction.

ARTICLE VI.

VICE-PRESIDENT.

In the absence of the President, the Vice-President shall perform the duties of the office.

ARTICLE VII.

TREASURER.

The Treasurer shall have charge of all the funds of the House, except such as shall be received and disbursed directly by the Head Worker, or as in the case of the Winifred Day Nursery, under his general direction. The Treasurer shall keep an account of the money received by him, and all

his disbursements thereof. He shall keep the funds in the name of the East Side House in a bank or trust company, to be designated by the Board. No payments shall be made by him without the written approval of the President, or, in his absence, the approval of the Vice-President, or of some other person to be designated by the Board. He shall make a report of the receipts and expenditures at each meeting of the Board. His accounts shall be audited by a committee of three, to be appointed by the President, before each annual meeting.

ARTICLE VIII.

SECRETARY.

The Secretary shall keep the minutes of the Board of Managers, and shall give written notice to each Manager of all meetings. He shall carefully preserve all records and all papers directed to be filed. He shall keep the seal and attest all acts of the House.

ARTICLE IX.

HEAD WORKER.

The Head Worker shall be appointed by the Board of Managers. He is, by virtue of his position, the leader of all the work of the House. His primary duty shall be to extend the usefulness of the House in its neighborhood, and to encourage among all who use it a spirit of friend-

liness and co-operation. He shall keep in touch with all that the House undertakes, whether under his immediate supervision or not. He shall pay monthly or oftener all accounts for supplies and wages. He shall receive the weekly board from the residents, keep and file vouchers, render his report monthly to the Board of Managers, and give all information necessary to enable them to take proper action in regard to the House. He shall, *ex officio,* be a member of the Committee on Clubs; of the Committee on Residents and Classes, and of the Library Committee.

ARTICLE X.

Amendments

The By-Laws may be altered by a vote of two-thirds of the Board of Managers present at any meeting, after notice of the proposed alteration shall have been given at the previous meeting, and the Secretary shall have sent such notice in writing to each of the Managers.

ARTICLE XI.

Membership.

Each subscriber of five dollars annually toward the expense of the Settlement, shall be a member. Each subscriber of twenty dollars toward said expense shall be a sustaining member.

MSH 20306

END OF
TITLE